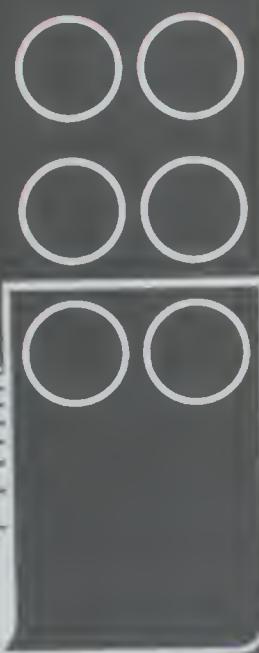


# BRAILLE & TALKING BOOK LIBRARY



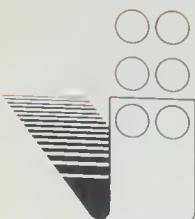
Annual Report  
**1894-1983**

### *Coming of age . . .*

The Braille and Talking Book Library was declared a public library to serve print handicapped readers in May, 1980. This Report surveys the changes which have taken place since public library status and funding were announced.

Inherent in those changes was a subtle redirection in the Library's philosophy and clientele. As well as offering a free service to visually impaired people, the Library now also offers its services to those with a physical or comprehension disability which renders them unable to manipulate or comprehend standard print material with ease.

Coming into the mainstream of public library service has meant a broadening of horizons, a goal for which to strive – a free public library service offering the same range of material available in other public libraries. That these materials are in braille or audio formats is not seen as a deterrent (except in an economic sense) – but merely the delivery of a normal service taken as a right by non print handicapped readers throughout the State.

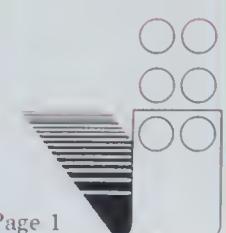


# 89th Annual Report 1894 - 1983

## BRAILLE AND TALKING BOOK LIBRARY

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## **BOARD OF DIRECTORS AND OFFICE BEARERS:**

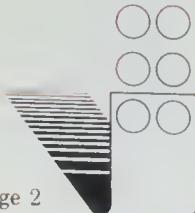
MR. F.H. BATHURST  
President  
MR. A.E. GAZE  
Vice-President  
MR. A.B. LEWIS  
Hon. Treasurer  
MR. D. BLYTH  
MR. J. COCKAYNE  
MR. N.L. FIDGE  
MISS E.E. HAYNES  
MISS B. JOHNSTON  
MRS. E. LEAHY  
DR. D.J. WLUKA

## **EXECUTIVE STAFF:**

*Mr. Jeff Conrad*



MRS. J. SMARK, ALAA  
Library Director  
MR. J.G. CONRAD, B.Com., AASA (Snr.)  
Administration Manager  
MS. I. WHITTAKER, Dip.Lib., ALAA  
Librarian



## PRESIDENTS' REPORT

This report deals with activities for the six months - July - December 1982. In my last report (November 1982) I mentioned a re-organisation of the structure of the Braille and Talking Book Library, following on from the appointment of Mr. Jeff Conrad as Administration Manager (photo). Part of that new structure is shown in the chart on page 13. Another result has been the change of the fiscal year to a calendar year basis, to conform with the receipt of the Grant from the State Government. Thus the Library's "year", which formerly ran July - June now runs January - December.

The Articles of Association have been revised to cater for the development of the Library since the previous Articles were adopted in 1962. Part of the change contained therein has been for the Committee of Management to become a Board of Directors.

### Financial Constraints

Due to sustained increases in borrowing leading to a need for increased staff numbers, the Braille and Talking Book Library sold its entire share portfolio in September 1982 in an effort to bridge the financial gap. Despite this, however, funds remain extremely tight, and there have been severe cutbacks in every department.

In order to balance the 1983 Budget, four staff members have been retrenched and the remaining staff of 30 have accepted an 8% reduction in their salaries. This has meant an 8% reduction in working hours, which, on top of the retrenchments, has caused considerable stress on an already over-worked staff. It is to be hoped that the State Government will recognise the need for increased funding in this year's Budget, and that services will be enabled to resume their previous level.

### Library Activities

Our library service to print handicapped readers has continued to expand at a rate of over 60% compared with the same period last year. A decision to phase out the Clarke and Smith Department has been taken, and this is expected to eventuate at the end of 1985, by which time all borrowers from that Department should have been absorbed into the Cassette Department.

Braille reading continues to increase at a steady rate and cassette books continue their spectacular and sustained increase with a rate of 121% compared with the same period last year.

However, as a result of the financial constraints mentioned earlier, a waiting list has had to be imposed on new borrowers from this Department. This step has been taken with extreme reluctance, and has resulted in a waiting period of up to eight weeks for those wanting to borrow from the Cassette Department. Those with terminal illnesses or aged over 100 are given priority, but it must be stressed that this is an undesirable situation.

Children's services (the Maxene Hewitt Memorial Collection for Children) have also taken a great leap forward, and the increase in the number of children using the Library's services (21%) shows that this effort is bearing fruit.

Our braille interleaved children's books (photo, page 15) - developed so that sighted parents of blind children or blind parents of sighted children can share the normal family experience of reading together - have been enormously popular.

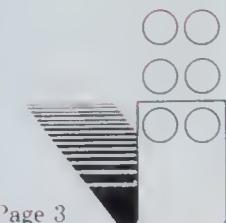
### Louis Braille Productions

Louis Braille Productions Ltd., a subsidiary company wholly owned by the Braille and Talking Book Library, and formed late in 1981, will allow the Library to segregate costs associated with the production of audio and braille books and magazines.

The Audio Production Unit has already negotiated copyright permission to sell to a limited market on some titles, and some of the costs associated with the production of audio books are now being recouped by these sales.

### Braille Book of the Year Award

The Australia Council - Literature Board - has continued to provide financial support for our Braille Book of the Year Award, which is fast becoming recognised as a major literary event. Now in its tenth year, the range of titles in the Short List for the Award (see list page 4) reflects the diversity of modern Australian literature. The Literary Panel, this year consisting of Joyce Nicholson, Lloyd O'Neil and Barrett Reid, are to be congratulated on their wide ranging choice. This year's winner, Robert J. Hawke, by Blanche d'Alpuget, will certainly provide a most stimulating forum for discussion later in the year.



## PRESIDENTS' REPORT

Shown here is Paul Korsten, Audio Production Manager, in the Benalla Studio. Seen in the background are Mr. Norm Fidge, Mrs. Penny Crawford, Mr. Tony Lewis and Mrs. Merrie Handbury.

A group of visitors from the Benalla Auxiliary at the Library on the occasion of the opening of the Benalla Studio, seen here with the President, Mr. Hector Bathurst. The Benalla Studio, a fully equipped sound studio utilising the latest dubbing and mixing facilities, is located upstairs in the Commercial Road Building.



### TENTH BRAILLE BOOK OF THE YEAR AWARD

#### Short List

The shearers	Patsy ADAM-SMITH
Robert J. Hawke	Blanche d'ALPUGET
An item from the late news	Thea ASTLEY
Fly away Peter	David MALOUF
Morocco is a lion	Nancy PHELAN
John Monash	Geoffrey SERLE
Selected poems	John TRANTER

#### Benalla Studio

Tuesday, 7th December, saw the opening of the Benalla Studio – a professionally equipped multi-voice studio used to produce magazines, plays and drama, complete with dubbing and mixing facilities. The funds for the Studio came from our hard working Benalla Auxiliary, which last year donated \$4,000 to the Library. (Photo). Over the years, since its formation in 1969, the Benalla Auxiliary has raised more than \$41,000 for the Library. Our warmest thanks go to them for their continued support.

#### Fundraising

Plans to raise additional funds for the Library are well underway on many fronts. A campaign to raise extra funding from Charitable Trusts was begun last year, and has so far resulted in a total of \$40,000. The target is \$60,000, and it is expected that this will be achieved.

In addition, a Fundraising Campaign has been undertaken, and the first stage, in the form of a Newsletter, has been organised by senior staff at the Library in consultation with an expert in the field.

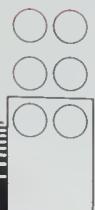
Sales of cassette books to other organisations serving print handicapped readers has begun in a modest way, and it is hoped that eventually this will lead to a partial recoupment of costs associated with audio book production.

Overall, then, an extremely busy six months for the Library – one that has seen a continued growth of expansion of services to an ever-increasing number of borrowers. The Ministry for the Arts, which provides the majority of our funds, is to be applauded for its continued recognition of the importance of this service to those people unable to read print.

Jan Smark and Library staff have worked hard and under considerable pressure during this difficult period.

On behalf of the Board and of all borrowers I express our appreciation of their effort.

F.H. BATHURST  
President



## 1981 - 1983: REVIEW OF SERVICES

### a) Items loaned:

The number of items borrowed from the Library has more than doubled since 1981. The table below sets out the increase in services from the Braille and Talking Book Library. An "Item" in the table below refers to a volume of braille, a cassette, or a large print book. Cassette, braille and large print magazines are also included in this tally.

**Table 1:**

	Items issued	Increase on previous year
Jan 1981	13,695	
Jan 1982	18,698	36.5%
Jan 1983	30,138	61.2%
Jan - Dec 1981	164,794	
Jan - Dec 1982	370,318	125%

### b) Number of borrowers:

At December 31st 1982, there were 2,500 registered borrowers at the Braille and Talking Book Library. On average, each borrower belongs to two departments of the Library, (e.g. Braille books and cassette magazines), making up 4,400 departmental memberships.

### c) Number of books available (all formats):

The following table shows clearly the growth of bookstock, made possible by Grants from the Ministry for the Arts.

**Table 2:**

	Bookstock (All formats)	Increase on previous year
Jan 1981	10,250	
Jan 1982	16,018	56.3%
Jan 1983	21,000	32%

### d) Children's Services:

As part of the overall expansion, a determined effort to increase the quality and extent of services to print handicapped children has taken place.

Children's services were, to put it politely, moribund and consisted of a few rather musty classics. A Children's Literature Consultant was appointed to advise on the formation of an up-to-date core collection of children's books in braille and on cassette, and the gratifying expansion of junior borrower numbers - 21% - is seen as a direct result of the improved bookstock.

In the braille area, many innovative concepts have been implemented, including a "twin vision" book, which allows sighted parents of blind children or blind parents of sighted children to read books together. To produce these books, we buy a print copy and take it apart, insert braille pages and re-bind the book. Another successful concept has been the re-drawing of simple pictures into a raised-line format, so that blind children are able to experience the pictorial content.

All of the children's books belong to the Maxene Hewitt Collection for Children, named to honor a Vice-President of the Board, Mrs. Maxene Hewitt, who died last year. Her interest in children's services helped stimulate the rebuilding of the collection, which, whilst still in its infancy, is at last beginning to resemble those found in a conventional public library service.

### e) Staffing:

Funding from the Ministry for the Arts has also made it possible, until recently, to steadily increase staff numbers, enabling the Library to service the increasing numbers of people using the Library and also allowing it to provide a better quality of service.

The table below sets out the growth in staff numbers since 1981:

**Table 3:**

	Qualified Professional	Others	Total
Dec 1980			
Full Time	2	9	11)= 14
Part Time	-	3	3)
Dec 1981			
Full Time	6	13	19)= 13
Part Time	-	6	6)
Dec 1982			
Full Time	10	14	24)= 33
Part Time	-	9	9)



**f) Staff Retrenchments:**

Due to the difficult financial situation (see Financial Report) it was necessary to reduce expenditure at the beginning of 1983. Four staff members were retrenched, and all remaining staff accepted an 8% cut in salaries, accompanied by an 8% reduction in working hours. An indication of the commitment felt by the staff is that although salaries are now 8% lower, very few staff members have actually reduced their working time and they are all attempting to keep the Library's standard of service running at the same level as before the reductions, and at the same time coping with the increases which have taken place in the number of items issued.

**g) Curtailment of services:**

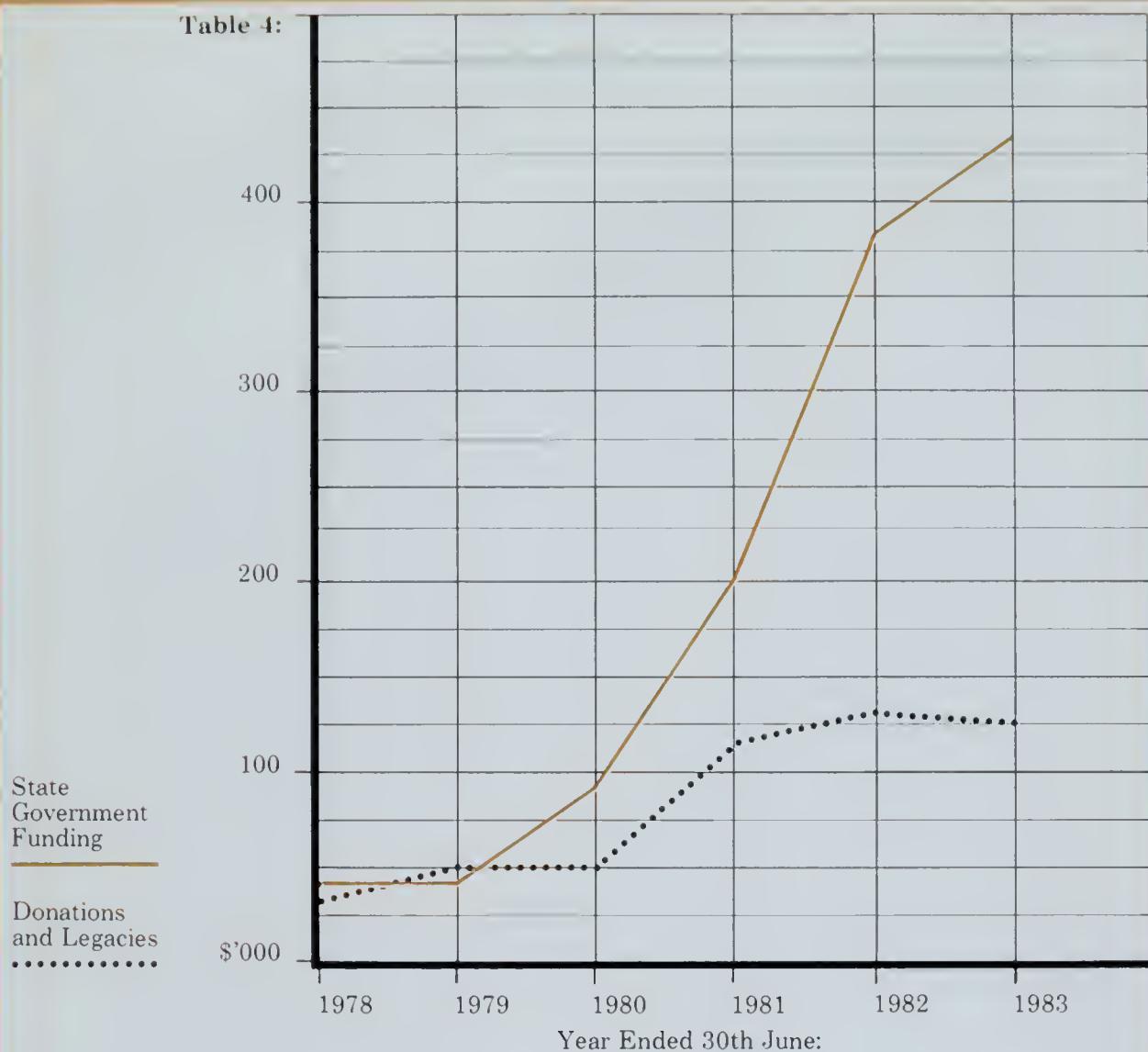
As a result of these retrenchments, the intake of new borrowers has had to be curtailed. This is a step which was not taken lightly, since new borrowers of any public library should be able to apply for membership in the expectation that the service will commence as soon as the joining card (i.e. registration) is completed.

The majority of new borrowers apply for membership in the Cassette Department, and it is in this department that a waiting period has had to be established. Currently the waiting period to commence receiving services from the Library is approximately eight weeks from the time of registration – a most undesirable state of affairs, particularly when non-print books and magazines are simply not available in retail outlets.



## MAJOR FUNDING SOURCES 1978 – 1983

Table 4:



*The dramatic rise in Government funding dates from the declaration of the Braille and Talking Book Library as a public library in May, 1980. The lower (dotted) line shows a marked increase in funds raised by the Library from other sources. However, unless staff are diverted from the library service into fund-raising activities, these levels cannot be expected to rise dramatically in the future. This chart, then, indicates the almost total reliance on government funding which the Braille and Talking Book Library shares with all other public libraries.*

## REVIEW OF FUNDING 1981 – 1983

In May 1980, the then Minister for the Arts declared that the Braille and Talking Book Library should be established as a free public library to allow for the provision of library services to all print handicapped persons in Victoria, with funding arrangements on a similar basis to that given to all municipal libraries.

The Government agreed to calculate the grant on the basis of 3% of its total Budgetary allocation for Public Libraries. This figure was based on the estimated percentage of the population unable to use standard print material. The Braille and Talking Book Library thus became – officially – the first public library in Australia to offer services to those people unable to manipulate or comprehend standard print material. This was in addition to its traditional clientele of visually impaired people.

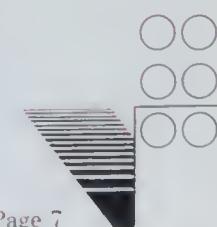
In the August 1980 Budget, a sum of \$187,000 (or

1.5%) of the total Budgetary allocation for public libraries was granted to the Braille and Talking Book Library. This was a starting off grant, and was accompanied by a transfer of \$50,000 from the allocation of funds to public libraries.

The following year's Budget (August 1981) saw the 3% base established with a grant of \$378,000 from the Ministry for the Arts.

In last year's Budget (1982), a sum of \$436,000 was allocated to the Braille and Talking Book Library, which represented 2.9% of the total State Budget for Public Libraries.

Table 4 shows funding from the State Government since 1979, compared with funds raised from other sources.



# STATEMENT OF INCOME & EXPENDITURE

*Six months ended 31st December, 1982*

	Six Months Ending <u>31st Dec. 82</u>	Year Ending <u>30th Jun. 82</u>
	\$	\$
<b>INCOME</b>		
Government Grants	222,031	385,892
Dividends Received	2,718	9,630
Interest Earned	14,147	19,489
Donations & Legacies	32,131	132,450
Sundry Income	5,141	3,676
Subscriptions	30	30
Australian Council Literature Board	—	1,000
Profit on Sale of Shares	<u>19,412</u>	<u>—</u>
<b>TOTAL INCOME:</b>	<u>295,610</u>	<u>552,167</u>
 <b>Less EXPENDITURE:</b>		
Accounting/Audit/Consultancy Fees	12,369	1,619
Advertising	5,399	3,290
Bank Fees & Charges	.68	1,059
Braille Book of the Year	541	1,662
Braille Books and Binding	(227)	25,087
Cassettes, Talking Books & Large Print	19,326	64,067
Conference Fees	1,501	330
Copyright Fees/Replay Rights, etc.	1,301	—
Data Processing	2,265	—
Depreciation	13,115	39,056
Gardening & Cleaning	1,375	2,765
Gas	2,731	—
General Expenses	6,256	9,396
Insurance	8,087	4,100
Machine Maintenance	12,801	4,277
Monitors & Narrators	12,203	—
Postage & Telephone	6,006	7,604
Printing & Stationery	5,779	20,895
Power & Light	2,317	4,770
Rates	490	337
Repairs & Maintenance	1,996	9,223
Subscriptions	1,257	1,276
Superannuation	10,604	1,334
Travel and Entertainment	6,449	11,329
Salaries	210,537	296,597
Annual and Long Service Leave	<u>23,509</u>	<u>—</u>
<b>TOTAL EXPENDITURE:</b>	<u>368,064</u>	<u>510,073</u>
<b>SURPLUS/(DEFICIENCY) FOR PERIOD:</b>	<u><u>\$(72,454)</u></u>	<u><u>\$42,094</u></u>

To be read in conjunction with notes attached.

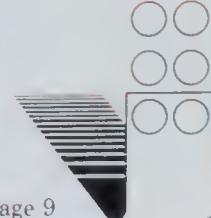


# BALANCE SHEET

as at 31st December, 1982

	31st Dec. 1982 \$	30th Jun. 1982 \$
<b>Accumulated Funds:</b>		
Accumulated Funds as at 1st July, 1982	477,010	434,916
Plus/Minus Surplus/(Deficiency) for Period	<u>(72,454)</u>	<u>42,094</u>
Accumulated Funds at 31st December, 1982	404,556	477,010
A. Harold Gaze Memorial Fund	2,000	2,000
<b>Total Funds</b>	<u><u>\$406,556</u></u>	<u><u>\$479,010</u></u>
Represented by:		
<b>Assets –</b>		
<b>Current Assets:</b>		
Cash at Bank and on Deposit	148,540	85,074
Prepayments and Sundry Debtors	<u>–</u>	<u>39</u>
<b>Total</b>	<u>148,540</u>	<u>85,113</u>
<b>Investments:</b>		
Government and Semi-Government Bonds	47,932	47,534
Inscribed Stock and Debentures, at cost		
Shares in Companies listed on prescribed		
Stock Exchanges – at cost	–	34,420
– at Probate Value	<u>–</u>	<u>109,605</u>
<b>Total</b>	<u>47,932</u>	<u>191,559</u>
<b>Total Current Assets and Investments:</b>	<u>196,472</u>	<u>276,672</u>
<b>Fixed Assets:</b>		
Land and Buildings at 1930 Valuation	18,000	18,000
Plus Additions at cost	<u>67,864</u>	<u>85,864</u>
Plant, Equipment, Furniture, Fixtures		
at cost	155,126	142,030
Less Provisions for Depreciation	<u>51,454</u>	<u>103,672</u>
Talking Book Equipment at cost	158,499	158,499
Less Provisions for Depreciation	<u>101,462</u>	<u>57,037</u>
<b>Total Fixed Assets:</b>	<u>246,573</u>	<u>243,671</u>
<b>Intangible Asset:</b>		
Louis Braille Productions Ltd. –		
Formation Costs	2,785	2,785
<b>Total Assets</b>	<u>455,830</u>	<u>523,128</u>
Less		
<b>Liabilities:</b>		
Sundry Creditors and Accruals	1,347	29,700
Provision for Annual and Long Service Leave	<u>37,927</u>	<u>14,418</u>
<b>Total Liabilities</b>	<u>39,274</u>	<u>44,118</u>
<b>Total Net Assets</b>	<u><u>\$406,556</u></u>	<u><u>\$479,010</u></u>

To be read in conjunction with notes attached.



# NOTES TO THE ACCOUNTS

for the half year ended 31st December, 1982

## 1. Statement of Accounting Policies

The following summary of significant accounting policies and definitions is provided to assist in the understanding of the figures presented in the Library's financial statements. The accounting policies generally have been prepared on the historical cost accounting method and follow the accounting standards issued by the Australian accounting bodies. As indicated below, some policies represent changes from last year.

### *Depreciation*

Depreciation has been calculated on a diminishing value basis (last year – prime cost) at the following rates –

Furniture and Fittings	10%
Office Equipment	15%
Plant and Equipment	15%
Talking Book Equipment	20%

It is provided on all fixed assets excluding freehold land and buildings so as to write off the cost of the assets over their estimated economic lives. Depreciation has not been charged against freehold land and buildings as, in the opinion of the Directors, the market value of the property is in excess of its book value.

### *Purchases*

Goods ordered were not brought to account until they were received.

As far as practicable all outstanding orders (whether or not the goods have been received by balance date) were accrued as at 30th June, 1982.

### *Library Books and Work in Progress*

No value has been placed on library books or work in progress, the costs of which are treated as an expense when incurred.

### *Income*

Income (including Government Grants and Subsidies) is brought to account when received.

### *Provision for Annual Leave and Long Service Leave*

The policy as at 30th June, 1982 (i.e. to suspend provision in the accounts for Annual Leave on an annual basis but to leave the amount provided at 30th June, 1981 unchanged) has been recinded and full provision has been made as at 31st December, 1982 for holiday pay accruing and for Long Service Leave applicable to employees with five years or more service.

### *Taxation*

The Braille and Talking Book Library is a public charitable organisation and as such is exempt from Federal Income Tax in accordance with the provisions of Section 23 (e) of the Income Tax Assessment Act 1936-1981.

## *Additional Information*

## 2. Prohibition on Distributions to Members

The Braille and Talking Book Library is a company limited by guarantee and under the terms of its Memorandum is prohibited from paying any dividends to members or making any distribution to them in the event of liquidation.

## 3. Auditors' Remuneration

The auditors were paid during the period \$2,508 for auditing services and \$1,419 for computer processing. They received no other benefits. Audit fees are brought to account when paid.

## 4. Directors' Remuneration

The directors receive no fees or other emoluments for their services.

One of the directors is a member of a law firm which receives fees for professional services.

## 5. Contracts for Capital Expenditure not Brought to Account

31st December, 1982	\$13,900 (Mail Room)
30th June, 1982	\$13,900 (Mail Room)

## 6. Contingent Liabilities

31st December, 1982	Nil
30th June, 1982	Nil



# DIRECTORS' REPORT

Presented at the 89th Annual General Meeting of members held at the registered office of the company on Tuesday 24th May, 1983 at 6.00 p.m.

Your directors submit herewith the financial statements of the Braille and Talking Book Library for the half-year ended 31st December, 1982 and, in accordance with Section 270 of the Companies (Victoria) Code, report as follows:

President: Frederick Hector Bathurst  
Vice-President: Alfred Edwards Gaze  
Hon. Treasurer: Anthony Beresford Lewis  
Directors: David Charles Hugh Blyth  
Norman L. Fidge  
Barbara Lillian Johnston  
David Jankiel Wluka  
John Henry Cockayne  
Edna Elizabeth Haynes  
Elaine Rose Leahy

(b) The Principal Activities of the Library:

The principal activities of the Library were the maintenance of a free library service for blind and print handicapped members of the community and the production of braille and audio books.

There was no change in the nature of the activities during the half-year.

(c) The net results of the Library

	Period Ending 31st Dec. 1982	Year Ending 30th Jun. 1982
\$	\$	
Surplus/(Deficiency) for the period	(72454)	42094
Accumulated Funds brought forward	477010	434916
Accumulated Funds carried forward	\$404556	\$477010

(d) Transfers to and from reserves occurred during the period as detailed in paragraph (c) above.

(e) Effective from 1st January, 1983, the Library's fiscal period has been changed to a calendar year basis. Consequent upon this change the accompanying financial statements have been drawn up only for the half-year 1st July, 1982 to 31st December, 1982.

Future financial periods will be from 1st January to 31st December in each calendar year.

(f) The Library has not issued any shares or debentures during the financial period.

(g) The Memorandum of Association specifically prohibits the payment of any dividends.

(h) Before the Income and Expenditure Statement and Balance Sheet were made out the directors took reasonable steps to ascertain that there were no bad debts for the period.

(i) At the date of this report the directors are not aware of any circumstances which require any amount to be written off in respect of bad debts.

(j) Before the Income and Expenditure Statement and Balance Sheet were made out, the directors took reasonable steps to ascertain whether any current assets (other than those mentioned in paragraph (h) were unlikely to realise in the ordinary course of business their values as shown in the accounting records of the Library. The Directors are of the opinion that in the ordinary course of business such assets are likely to realise their values as shown.

(k) At the date of this report there does not exist any charge on the assets of the Library or any contingent liability.

(l) At the date of this report the directors are not aware of any circumstances which would render the values attributed to current assets in the accounts misleading.

(m) No contingent or other liability has or will become enforceable within the period of twelve months after 31st December, 1982, which, in the opinion of the directors, will or may affect the ability of the Library to meet its obligations as and when they fall due.

(n) At the date of this report the directors are not aware of any circumstances not otherwise dealt with in the report or the accounts which would render any amount stated in the accounts misleading.

(o) The results of the Library's operations during the financial period were not, in the opinion of the directors, substantially affected by any item, transaction or event of a material and unusual nature, other than changes in the accounting policies set out in the Notes to the Accounts.

(p) In the interval between the end of the financial period and the date of this report, no item, transaction or event of a material and unusual nature has arisen which is likely, in the opinion of the directors, to affect substantially the results of the Library's operations for the next succeeding financial year.

(q) The Library did not at any time during the last financial period, acquire or dispose of any subsidiary companies.

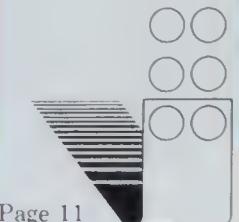
(r) No director of the company has, since the end of the financial year, received, or become entitled to receive, a benefit (other than a benefit included in the aggregate amount of emoluments received, or due and receivable, by directors shown in the accounts in accordance with the Companies' Regulation, 7th Schedule, or the fixed salary of a full time employee of the company) by reason of a contract made by the company, or a related corporation, with the director, or with a firm of which he is a member, or with a company in which he has a substantial financial interest, except that one director is a member of a legal partnership which from time to time carries out professional services for the Library.

(s) No options to acquire shares have been granted.

Signed at South Yarra this twenty-sixth day of April, 1983, in accordance with a resolution of the Directors.

FREDERICK HECTOR BATHURST  
President

ANTHONY BERESFORD LEWIS  
Honorary Treasurer.



## DIRECTORS' STATEMENT

In accordance with a resolution of the board of directors of the Braille and Talking Book Library

we, FREDERICK HECTOR BATHURST  
and ANTHONY BERESFORD LEWIS

hereby state that, in the opinion of the directors:

1. The profit and loss account of the company is drawn up so as to give a true and fair view of the financial result of the company for the half-year ended 31st December, 1982.
2. The balance sheet for the company is drawn up so as to give a true and fair view of the state of affairs of the company as at 31st December, 1982.
3. There are reasonable grounds to believe that the company will be able to pay its debts as and when they fall due.

Dated this 26th day of April, 1983.

FREDERICK HECTOR BATHURST  
Director

ANTHONY BERESFORD LEWIS  
Director

## AUDITORS' REPORT

*to the members of The Braille and Talking Book Library*

We have audited the Balance Sheet of The Braille and Talking Book Library (a company limited by guarantee) as at 31st December, 1982, the accounts for the half-year ended on that date, and the Directors' Statement for the half-year.

We report that –

1. It is not practicable for the Library to establish control over members' subscriptions, donations, proceeds from functions and sales of goods prior to their initial entry in the accounting records, nor is it practicable for us to ensure all such revenue has been brought to account. Our examination relating to members' subscriptions, donations, proceeds from functions and sales of goods was therefore limited to the amounts included in the records of the Library.
2. We have not examined the books, records or accounts of any auxiliary bodies or organisations.
3. Depreciation has not been provided on buildings and additions to buildings. The Australian accounting bodies consider the accounts should provide for depreciation on buildings. If depreciation had been provided on buildings, the profit as shown in the Income and Expenditure Account would be marginally decreased.

With these reservations, in our opinion –

1. The accompanying accounts being the Balance Sheet and Income and Expenditure Account of the Braille and Talking Book Library which have been prepared under the historical cost convention are properly drawn up in accordance with the provisions of the Companies (Victoria) Code, as amended, and so as to give a true and fair view of –
  - (a) the state of affairs of the company as at 31st December, 1982 and of its results for the half-year ended on that date, and
  - (b) the other matters required by Section 269 of the Code to be dealt with in the accounts.
2. The accounting records and other records and registers required by the Act to be kept by the company are properly kept in accordance with the provisions of the Code.

C.W. STIRLING & CO.  
Chartered Accountants

K.B. MACRAE  
Partner

MELBOURNE  
5th May 1983



# ORGANISATION STRUCTURE

as at 3rd February, 1983

BOARD OF DIRECTORS

LIBRARY DIRECTOR

LIBRARIAN

TECHNICAL  
SERVICES  
BRAILLE &  
LARGE PRINT  
LIBRARY

Technical  
Services  
Librarian

AUDIO  
LIBRARY

Audio  
Librarian

Senior  
Assistant  
Librarian  
Clarke &  
Smith

Senior  
Assistant  
Librarian  
Cassette  
Books

Braille  
Production  
Supervisor

Large Print  
Production  
Supervisor

ADMINISTRATION  
SERVICES

LOUIS BRAILLE  
PRODUCTIONS LTD)

ADMINISTRATION  
MANAGER

Assistant  
Librarian

Library  
Technician

Audio  
Magazines  
Officer

P.R. Audio  
Coordinator

Executive  
Secretary

Secretary  
Bookkeeper

Proofreader

Production  
Assistant

Field  
Officer

Production  
Supervisor

Receptionist

Gardener

Tea Ladys

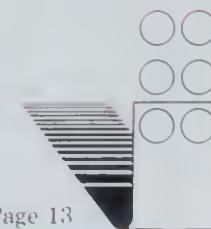
Audio  
Assistants

Narrators

Volunteers -  
Brailists  
Bookbinders

Library  
Assistant

Clerical  
Assistant



## SERVICES AVAILABLE

*from The Braille and Talking Book Library*

**Books** — a comprehensive collection of titles for both adults and children is held in braille, large print, talking books and on cassette.

**Magazines** — a large range of titles is available in braille (34 titles) and on cassette (47 titles).

In addition, the Library produces in-house monthly magazines — Library Talk (cassette and talking book), Mobile (braille) and Large Print Newsletter.

### Other Services:

A braille transcription service is available for letters, greeting cards, home appliance manuals, recipes, sporting fixtures and transport routes.

Similar services are available on cassette.

### How to borrow:

The Braille and Talking Book Library is a free public library issuing books in alternative formats to print handicapped people. Any person with a disability which precludes him/her from reading, handling or comprehending standard print materials is eligible to borrow.

Titles not held by us may be obtained through inter-library loan. Books in braille and audio formats are sent to the borrower by post and returned to the library the same way by simply reversing the address label on the container.

It's so simple

It's all free

There are no time limits or fines.

## THANK YOU, DONORS

### Allocations from Trusts and Bequests —

William Buckland Foundation	\$5000.00
Felton Bequest	5000.00
Collier Charitable Trust	3000.00
Bell Charitable Fund	2500.00
A.H. Cook Estate	1000.00
Nancie Laidlaw Charitable Trust	1000.00
William Paxton Charitable Fund	1000.00
Anthony Mackie Bequest	800.00
A.L. Blannin Estate	487.50
Edward Wilson Charitable Fund	250.00

### Major Donations:

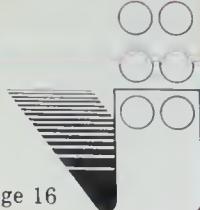
Auxiliaries – Benalla	\$4500.00
– Deniliquin	370.00
Geelong & District Community Chest	1112.50
Commercial Bank of Australia Ltd. (Staff Club)	1000.00
R. & B.M. Lock	1000.00
Mayoress of Prahran Charity Committee	1000.00
Mrs. R. Hunt	500.00
Mrs. A.L. Norris	500.00
Rotary Club of Aspendale	500.00
Mrs. Annie C. Morrison	350.00
St. Marks Opportunity Shop – Camberwell	300.00
City of Moorabbin	279.00
Rotary Club of Noble Park	260.00
Hawthorn Community Chest	250.00
Miss M.J. Hurse	250.00
J. Rumbold	250.00
Lions Ladies Club of Vermont	200.00
Mrs. Q. Tomkin	200.00
Mrs. K. Wigan	150.00
Mr. M.G. Zifcak	150.00
Mrs. C.A. Charlton	100.00
Mr. A.E. Gaze	100.00
Mr. W. Hancock	100.00
Miss Jeffrey	100.00
Lauriston Girls School	100.00
Lions Ladies Club of Footscray	100.00



Anna McSwain seen reading a braille interleaved book with Mrs. Helen Hall of the Braille Production Department. Mrs. Hall reads the braille while Anna looks at the pictures.



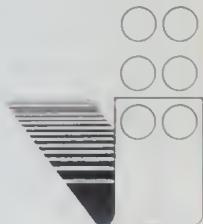
*The Minister for the Arts,  
Race Mathews, with Jane  
La Scala, Director,  
Consultancy & Public  
Library Services, Library  
Council of Victoria, in the  
Benalla Studio (located  
in the Commercial Road  
building), with Jan  
Smark, Library Director,  
photographed after an  
interview for Library Talk.*



*End of Year Party*  
The President, Mr  
Hector Bathurst, chats to  
Alison Jeffrey, sitting next  
to Hugh Jeffrey. Mr and  
Mrs. Jeffrey have left  
Melbourne to live in  
Sydney, but will no doubt  
remain in close contact  
with the Library.



Mrs. Louise Scott of the  
Talking Book Department  
meets borrowers at the  
End of Year Party





## BRAILLE AND TALKING BOOK LIBRARY



The Braille and Talking Book Library was founded in 1894 in order to provide a free library service in braille. Since then, we have expanded our services to provide books and magazines in large print and on cassette, and we now offer our facilities to all people unable to handle and comprehend standard print material.

Proclaimed a public library in 1980, the Braille and Talking Book Library now receives funding from the State Government through the Ministry for the Arts.

The 89th Annual Report and Balance Sheet of the Braille and Talking Book Library is available on cassette to print-handicapped people on request.  
Telephone: (03) 267 6022

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Typesetting and Design: Motorgraphics.